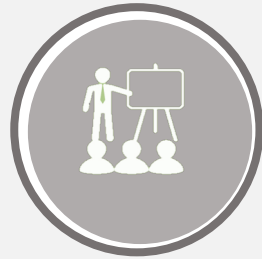
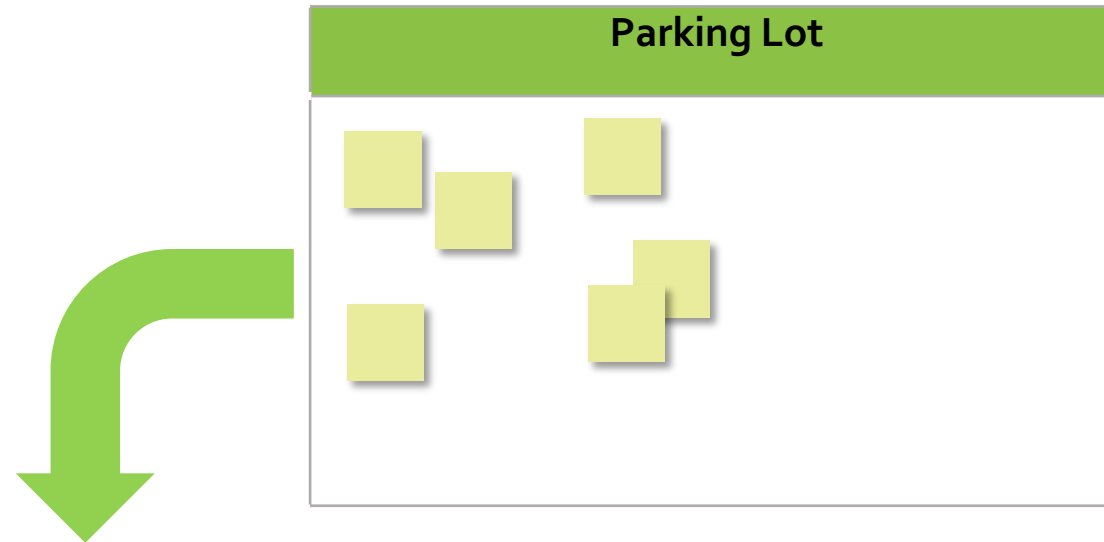


Parking Lot

The **Parking Lot** tool enables the facilitator to record topics that are out of scope for later review. Tool is useful in helping keep the team on track and abide by the session's agenda. The **Parking Lot** should be posted in the room so that the team can keep account of items that will require follow-up. At the end of the session, all items should be assigned for follow-up. To ensure that **Parking Lot** items are followed up on, the facilitator should utilize a WWW – which will help in assigning ownership and deadlines.



The **Parking Lot** tool helps the facilitator gather to keep the team on topic and time by documenting and saving off topic conversations to be followed up on later.



What	When	Who	Notes